



**Position:** Major Gifts Officer  
**Program:** Development  
**Department:** Development  
**Reports to:** Director of Major Gifts  
**Compensation:** DOE  
**Status:** 100%, Regular, Full-time, Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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**JOB SUMMARY:** Reporting to the Director of Major Gifts, the Major Gifts Officer is responsible for managing a portfolio of approximately 150 sustaining donors (annual gifts of \$1,500 or more) & prospects, and assisting with the planning and implementation of a comprehensive major gift strategy. This is a front-line fundraising role with a special focus on upgrading existing and attracting new donors.

**ESSENTIAL FUNCTIONS:**

- 1) Work with the Director of Major Gifts to implement and manage a comprehensive strategy to identify, qualify, cultivate, solicit, and steward a portfolio of 150 sustaining donors & prospective sustaining donors. Increase the overall giving of the assigned portfolio, with heavy emphasis on substantially upgrading current donors and soliciting new donors;
- 2) Conduct 20 or more engagement actions per month with donors & prospects, including at least 8-12 in-person visits;
- 3) Achieve and exceed budgeted fundraising goals that are set monthly and annually;
- 4) Responsible for executing one solicitation/fundraising event annually for approximately 100 guests, and smaller events as appropriate;
- 5) Attend departmental, programmatic, and external events as a representative of the Center. May be asked to give presentations on behalf of the Center. Responsible for conducting tours of the Center for current and prospective donors;
- 6) Work closely with development, administration, communications and program staff to advance knowledge of program activities and outcomes and communicate those to donors;
- 7) Ensure data integrity and maintain meticulous records in compliance with departmental standards regarding donor cultivation, recognition, solicitation, and stewardship for assigned portfolio;
- 8) Other duties as assigned.

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) 3-5 years of development experience with special emphasis on donor relations, prospecting, membership management and annual funds, including at least 2 years of direct solicitation experience;
- 4) Proven attention to detail, organization and timely follow-through;
- 5) Excellent written, oral, interpersonal and presentation skills. Ability to interface directly and effectively with senior staff, top volunteers and donors;
- 6) Dedication to the mission and service goals of the L.A. LGBT Center and the ability to communicate that dedication;
- 7) Highly motivated to achieve ambitious goals;
- 8) Flexibility to work during the evening and on weekends;
- 9) Ability to work independently and as part of a team;
- 10) Standard office computer skills, including word processing and spreadsheets; familiarity with structure and uses of sophisticated donor records software. knowledge of Moves Management principles and The Raiser's Edge NXT a plus;
- 11) Working knowledge of the Los Angeles LGBT philanthropic communities preferred;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)**

**Or submit cover letter with application/resume to:**

**Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.